

**Instructions to
Designers & Awarding Authorities
For
Bid Document Preparation**

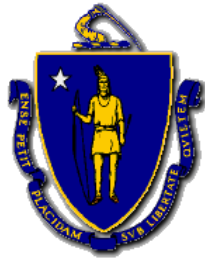
**FRONT ENDS FOR MODERNIZATION AND
DEVELOPMENT OF STATE-AIDED PUBLIC HOUSING**

SITE WORK - \$10,000 - \$25,000
C.30B §5 PROJECTS

NOVEMBER 1, 2015



Massachusetts Department of
Housing and Community Development



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DESIGNERS GUIDE ♦ DHCD FRONT ENDS

• PROCUREMENT AND CONTRACT FORMS

c.30B §5 Site Related Projects over \$10,000-\$25,000

If you have any questions regarding the appropriate bidding statutes consult with the DHCD Construction Contract Coordinator.



The following instructions will take you through each of the necessary documents so that you can complete the Project Manual. Please read these instructions carefully, modifying each section as instructed to meet the requirements for your particular project. We suggest you read through these instructions completely before starting, as that may help answer questions in subsequent sections.



The form and content of much of the attached material is mandated by the Commonwealth's public bid laws, so your careful attention to these requirements can help prevent costly delays or claims during the bidding or construction periods.



If a section or form does not require modifications, reproduce the sections or forms directly from the front ends on the webpage. This will expedite DHCD review. Modifying the documents (for example adding special headers or footers) will slow the DHCD review process as each page must then be individually reviewed. You can obtain copies of all documents on the DHCD website www.mass.gov/dhcd.



We have included icons to identify items that are required by Massachusetts General Law and items that are required by promulgated regulations.



Bid Document distribution may be done by the LHA or by a firm that specializes in Bid Document distribution. Consult with your project manager if you desire additional information about this process.



All of the possible Forms and Contracts are provided on the DHCD Web Page <http://www.mass.gov/hed/housing/ph-mod/forms/>. Most of the forms are available in PDF format these should be printed and included in the Project Manual as you find them. There are at least three forms that require modification for every project these are available in MSWord format. Modify the form to suit the specifics of the project and include the forms in the project manual.

BID PACKETS

Prepare Bid Packets to provide to prospective bidders when they pick up Contract Documents.

Include the following in these packets:

☐ **BID FORMS**

1. Three (3) copies of 00.41.30 Form for General Bid.

☐ **00.43.30 BIDDERS CHECKLIST**

1. Include the Bidders Checklist in the Bid Form Packets.
2. This Checklist is to assist bidders with bid preparation and help them avoid technical bid mistakes.
3. The Checklist is not part of the Bid Form and, therefore, is NOT REQUIRED TO BE SUBMITTED WITH THE BID but should a bidder include it with a bid it does not void the bid.

Should bidders request only Bid Packets, please provide them free of charge.

PROJECT MANUAL

☐ The Project Manual consists of the following:

1. **Procurement and Contract Forms**
Advertisement,
Instructions to Bidders
Bid Forms,
Contract Forms,
2. **General Conditions of the Contract**, and any Supplementary Conditions,
3. **Division 1 General Requirements**, and
4. **Division 2 – Technical Specifications**.

☐ *All of the possible Forms and Contracts are provided on the DHCD Web Page <http://www.mass.gov/hed/housing/ph-mod/forms/>. Most of the forms are available in PDF format these should be printed and included in the Project Manual as you find them. There are at least three forms that require modification for every project these are available in MSWord format. Modify the form to suit the specifics of the project and include the forms in the project manual.*

☐ These instructions explain what to do with each form.

00.01.01

PROJECT MANUAL COVER/TITLE SHEET Word

- ☐ Modify as required for this specific project.
 - ☐ Include a very Brief Description of the Work for example **Septic System Upgrade**
 - ☐ Include the Name of the Development and Number, for example Prescott 667-1
 - ☐ Include the Address of the Work Site

00.01.30

TABLE OF CONTENTS Word

- ☐ Modify as required for this specific project. Electronic versions of a sample Table of Contents can be found on the DHCD web site www.mass.gov/dhcd.
- ☐ Insert Technical Specification information into the Table of Contents.
- ☐ Include a List of All Drawings at the end of the list of Technical Specification sections

PROCUREMENT & CONTRACT FORMS

PROCUREMENT FORMS

00.11.30

ADVERTISEMENT Word

Advertisement Preparation

1. Modify the Advertisement to fit the specific project (**Highlighted Items require modification or additional information**).

Do not shorten this advertisement.

The sample represents the minimum information to include.

Do Not make other changes or deletions to this document unless the DHCD Project Manager so instructs you.

The Advertisement must include:

- ☐ Description of Project;
- ☐ Estimated Cost of Construction – Include the cost of any Alternates;
- ☐ Prevailing Wage Language;
- ☐ Where & When Plans & Specs are Available;
- ☐ Where & When to Submit Bids;
- ☐ Other Pertinent Information, such as:
 - ☐ Availability of Site for Inspection
 - ☐ Pre-Bid Conference



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2. Review the Bidding Schedule with the LHA before preparing the Advertisement.
3. Bid openings are best scheduled for 2 o'clock to allow the morning for bid preparation.

Advertisement Publishing

1. This Advertisement shall be published in a newspaper of general circulation in the locality of the proposed project, once, two weeks before the first bid opening.
2. A notice of Bidding Opportunity must appear in the Central Register, once, two weeks before the first bid opening.
3. The Advertisement must also be posted in a conspicuous place in or near the Housing Authority office one week before the bid opening.
4. Send the Ad and, when appropriate, copies of the plans and specifications to any of the listed periodicals. These periodicals are all free to awarding authorities.

BIDDING PERIODICALS

McGraw-Hill Construction Dodge Data & Analytics Phone: (877) 989-5753 http://construction.com/dodge/submit-project.asp	<i>Publishes Bidding Opportunities Nation Wide No Charge to Owners Submittals are done online</i>
Construction Market Data (CMD) (formerly Reed Construction Data) Phone: (800) 424-3996 http://reedpsp.com/	<i>Publishes Bidding Opportunities Nation Wide No Charge to Owners Submittals through the Submission Portal</i>
Project Dog Phone: (978) 499-9014 www.projectdog.com	<i>Provides information about bidding opportunities to contractors No Charge to Owners</i>

00.21.30

INSTRUCTIONS TO BIDDERS PDF

- ☐ Reproduce as provided - Do not attempt to revise
- ☐ The document is provided in PDF format.

00.41.30

FORM FOR GENERAL BID PDF



- ☐ This is a statutory form. **The substance of this form cannot be altered.**
- ☐ **Do Not fill in the names, amounts. Bidders are completely responsible for filling out this form. Technical errors could render their bids invalid.**
- ☐ Include one copy of General Bid Form in the Project Manual and include 3 copies in Bid Packets, described on page 3.
- ☐ This document is provided in PDF format

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00.43.30

BIDDER'S CHECKLIST PDF

- ☐ This checklist is provided to help bidders with bid preparation.
- ☐ Include a copy of this checklist in the Bid packets which are given out with the bid documents.
- ☐ This form does not have to be submitted with the bid, but if it is, it does not void the bid
- ☐ This document is provided in PDF format

00.45.13

BIDDER'S REFERENCE FORM

CONTRACT FORMS

00.52.30

FORM OF OWNER-CONTRACTOR AGREEMENT PDF

00.53.00

FORM OF CERTIFICATE OF CORPORATE VOTE OF AUTHORIZATION PDF

CONDITIONS OF THE CONTRACT

00.72.30



GENERAL CONDITIONS OF CONTRACT – SITE WORK

DHCD has prepared General Conditions that incorporate all of the provisions required by the Massachusetts bid laws as well as other provisions that are typically included in other publications, such as those prepared by the AIA.

This is the ONLY acceptable document for use on DHCD funded public housing construction contracts.

DO NOT ALTER THE GENERAL CONDITIONS IN ANY WAY.

The AIA General Conditions are not acceptable for DHCD funded projects.

DESIGNERS GUIDE ♦ DHCD FRONT ENDS

• EEO Requirements and PREVAILING WAGES AND LABOR REGULATIONS

c.30B §5 Site Related Projects over \$10,000-\$25,000

EEO EMPLOYMENT OPPORTUNITY

00.73.36



EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS PDF

- ☐ These requirements apply to all construction projects.
- ☐ These documents are provided in PDF format for the purposes of preparing the Front End. Contractors have access to the forms on the DHCD Website www.mass.gov/dhcd

00.73.36.01

FORM OF CONTRACTORS EQUAL EMPLOYMENT CERTIFICATION PDF

00.73.36.04

EEO WEEKLY MANPOWER REPORT FORM PDF

00.73.43



PREVAILING WAGES AND LABOR REGULATIONS PDF

This Section includes Prevailing Wage Requirements, Apprenticeship Program Requirements and Worker Training Requirements.

1. Reproduce this section as provided, without modification.
2. Request [Prevailing Wage Rates](#) on line before bidding.
3. The rates must be issued not more than 90 days prior to the first bid opening.
4. Wage Rates must be included in the Project Manual (in this section) and be made part of the Contract per M.G.L. c.149 §§26-27H
5. A copy of the Contractors Certificate of Compliance and Weekly report form should also be included in this section. Both of these forms are available online from the DOS website.

DIVISION ONE

DHCD has a Division One of the Specifications for all projects.

This portion of the Front End of the Specifications **will require considerable review and modification**. Some sections contain provisions that differ if the job is modernization or new development.

The general rules for preparing the Division One are:

- ☐ Include every section unless the instructions specifically indicate that it need not be included.

01.11.00

SUMMARY OF WORK Word

- ☐ Include each paragraph unless specifically not applicable.
- ☐ Expand this section to explain any circumstances unique to the Project, especially Work under Separate Contracts. Be sure the LHA knows its obligations for Work under Separate Contracts.
- ☐ **DO NOT LEAVE TIME OF COMPLETION BLANK!!!**



☐ **USE CALENDAR DAYS**

01.22.00

UNIT PRICES ON A LUMP SUM BID Word

Unit Prices can be used in one of **two** ways, discuss with A DHCD Design Reviewer before including Unit Prices in any Contract Documents.

1. **UNIT PRICES PREDETERMINED BY THE DESIGNER**: This method is most commonly used for new development projects and some modernization contracts. Follow these basic guidelines:
 - ☐ Use Unit Price items that are necessary for the project and consistent with the:
 1. Work Required
 2. Specifications
 3. Location of Project
 4. Time of year that work will be complete
 - ☐ Unit Prices should be established for the job by the Designer's cost estimator. DHCD will not provide the Unit Prices.
 - ☐ Earthwork Unit Prices should be computed/measured on a "compacted in place at maximum dry density" basis.
 - ☐ Include the Schedule of Unit Prices in the Project Manual as part of Section 01.22.00.

DESIGNERS GUIDE ♦ DHCD FRONT ENDS

• DIVISION ONE

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- ☐ If the actual soil conditions are questionable, prepare specifications that instruct the Bidders to include a specific quantity of the appropriate work item in their base bid. This will minimize the effect of change orders later.

2. UNIT PRICES PROVIDED BY THE CONTRACTOR AS PART OF A UNIT PRICE BID

This process is typically used on site work contracts when the work items are well quantified. (For example - paving work.) Follow these guidelines if you have a Contract that may be bid using this process:

- ☐ Obtain a sample Unit Price Bid Front End from a DHCD Staff Architect or Engineer.
- ☐ Prepare a Unit Price Bid Form for your project using the template format.
- ☐ Provide the quantities on the Bid Form before printing.
- ☐ The Unit Prices given will be the basis for computing the Base Bid and any change order work.

3. Delete this section entirely if no Unit Prices are used.

01.23.00

ALTERNATES Word

1. Alternates may be requested in appropriate situations.
2. The LHA may request Alternates to provide a means to determine the cost of work funded by other sources.
3. The scope of each Alternate must be carefully described on the plans and specifications to assure competitive bidding.
4. Reference each technical specification section affected.

Check carefully to be sure that all affected specification sections that refer back to this Alternates section have been properly cross referenced.



5. Alternates must be accepted in the order listed. Select order carefully, and check wording of each Alternate to avoid having to accept undesirable Alternates to get to necessary Alternates.
6. Delete this section entirely if no Alternates are used.
7. If necessary modify General Bid Form when Alternates are used. If there are 5 alternates there needs to be 5 lines, one for each alternate.

Bidders are not required to provide information if space is not provided for that information.
8. Avoid mixing unit price bid work with lump sum alternates, it causes confusion during bidding and construction.
9. The cost estimate in the Advertisement must include the cost for All Alternates. Be aware that the total cost of the project, including the Alternates will dictate the proper front end to be used for the project.

02.06.00

EXISTING CONDITIONS

IT IS THE DESIGNER'S JOB TO DESIGN THE PROJECT.

DO NOT ASSUME THAT BECAUSE SOIL EXPLORATION OR EXISTING BUILDING EXPLORATION DATA IS MADE AVAILABLE AS PART OF THE PLANS THAT BIDDERS WILL INCLUDE WORK IN THEIR BID THAT EXCEEDS YOUR DESIGN REQUIREMENTS.

BIDDERS WILL BID PRECISELY UPON THE DESIGN.

This provides the concept of EQUAL FOOTING

DO NOT rely on catch-all phrases –such as “As Required”-- to inform Contractors that they are responsible for unknown existing conditions.

Indicate the reliability of the information presented in this section. MGL c30 § 39N affords Contractors considerable protection against less than clear and thorough Contract Documents.

02.06.13

EXISTING SUBSURFACE CONDITIONS Word

1. Be sure to indicate ground water level in this section.
2. If borings/test pits are taken during dry periods, this should be noted and a higher groundwater level should be stated in this section.
3. This section can be modified if all boring/test pit information or existing building information is on the drawings.